Setting up Unmanaged Items (Portal)

User Guide > Unmanaged Vendors & Items

Please note: It is important to set up unmanaged vendors and items in the way we have outlined below to ensure that things like reports and orders function properly.

1. Starting on the OrderDog portal, navigate under "Inventory" and click on "Inventory Items".
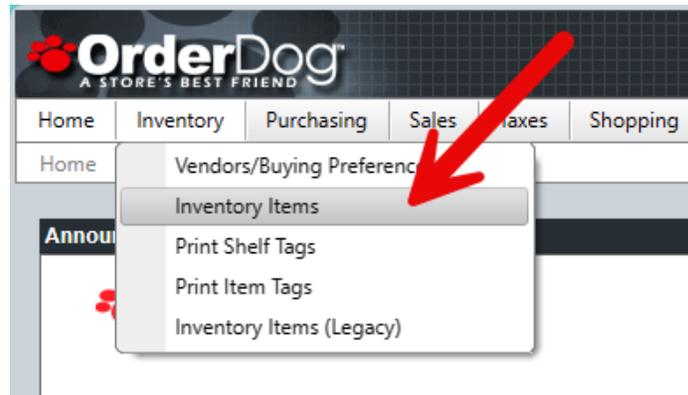
2. On the Inventory Items screen, click the "New" button.
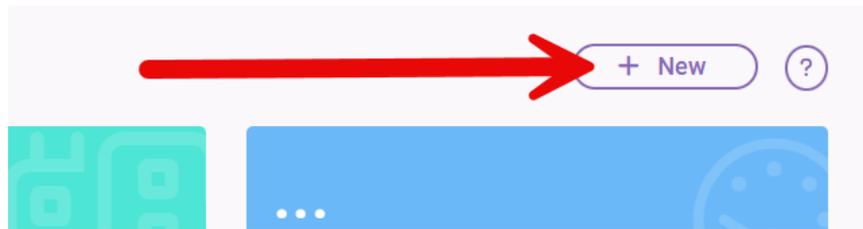
3. Enter the UPC/SKU/PLU of the unmanaged item. Press "Check Availability" to move onto the next step.

4. Fill out the following required information:
   a. UPC (also known as PLU/SKU)
   b. Brand
   c. Description
   d. Department

Press the "Next" button when you're done filling out the information above.

5. Fill out the regular price for the item, and check off the taxes that affect this item, including if the item is EBT Eligible. Press "Next" when you're done.

6. Review that the information is all correct before you submit the item record. You can always edit the item record later if needed.

7. Make sure to use our "Linking Unmanaged Vendors to Items" tutorial to finish setting up the item.

YOU'RE DONE!

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736

Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources:
https://orderdog-inc.kayako.com/